

### Revised Purchase Order



#### Sales Tax Exemption

Texas A&M University is exempt from state and municipal sales taxes under Chapter 20 Title 122A, revised Civil Statutes of Texas, for all purchases made for the exclusive use of Texas A&M.

The laws of the State of Texas shall govern this Purchase Order.

Member of the Texas A&M University System.

Purchase Order			
Purchase Order Date	PO/Reference No.	Revision No.	Revision Date
May 20, 2025	AB1028914	1	May 20, 2025
<b>Contact instructions for questions regarding this Purchase Order:</b> If Buyer Contact information is listed below, please contact the Buyer. If not, please contact the Customer.			
<b>Buyer Contact:</b>			
<b>Buyer</b>	<b>Buyer Email</b>	<b>Buyer Phone Number</b>	
rac - Cella, Rebecca	rcella@tamu.edu	979.845.5888	
<b>Customer Contact:</b>			
Name:	Michelle Brown-Link		
Email:	M.BROWN-LINK@TAMU.EDU		
Phone:	+1 979-458-1225		

#### Order acceptance instructions:

**For Order Acceptance Instructions and other Terms and Conditions applicable to this PO, see the "Notes to Supplier" section below.**

Supplier Information		Delivery Information	
Supplier Name	HBI OFFICE SOLUTIONS INC	<b>Delivery Address</b>	
Address	308 HWY 75 NORTH STE B HUNTSVILLE, Texas 77320 United States	TAMUS Member:	02-Texas A&M University (02)
Phone	+1 936-295-4592	Attn	Kerri Foley
Fax	+1 936-295-5264	Academic Info Services	
FOB / FREIGHT	Destination	Computer Center Bldg #3007	
Pre-Pay & Add	No	Room	TAMU Libraries - Galveston
Payment Terms	0, Net 30	200 Seawolf Pkwy	
Contract Number - Header	no value	Galveston, TX 77553	
Contract Number - Line	no value	United States	
Quote number		<b>Delivery Information</b>	
		Required Delivery Date	
		Ship Via	Best Carrier-Best Way

#### Notes to Supplier

##### Shipping Instructions

Note to Supplier: Furnished and installed as per E&I EI00140 and HBI Office Solutions Quote 28313 and attached installation terms & conditions.

##### Attachments for supplier

- HBI - Quote Galve...
- Texas A&M Install...

##### PO Clauses

Header	001	No Collect Freight Charges Accepted	Neither COD nor "Collect" freight or handling charges will be accepted.
	100	Order Acceptance Instructions - TAMU	Vendor guarantees that the products delivered, or the services performed, as a result of this Purchase Order will meet or exceed all specifications herein. Any exceptions to the pricing or the description contained herein must be approved by Texas A&M's Department of Procurement Services in writing prior to shipping or performance. This Purchase Order is governed by the laws of the State of Texas and Texas A&M's Terms & Conditions (the version that is effective as of the

Purchase Order Date or the Revision Date specified above, whichever is later), which are incorporated into and made a material part of any Purchase Order issued by Texas A&M.

102	Terms & Conditions - TAMU	Terms & Conditions - Texas A&M University -This purchase order is issued on behalf of Texas A&M University and is governed by the Terms & Conditions found online: <a href="https://purchasing.tamu.edu/_media/TAMU.BID.TERMS.WEB.20230425.pdf">https://purchasing.tamu.edu/_media/TAMU.BID.TERMS.WEB.20230425.pdf</a>
113	FOB-DEST/FRT-PP&ALLOW	FOB Destination, Freight Prepaid and Allowed

Line No.	Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 of 4	Short Angled Phone Booth, RH Hinge: Frame Finish: Textured Paint Black; Cladding Finish: Woodgrain, Clear Walnut; Interior Cladding: Charcoal; Lean Pad Finish: Buzz2 5F16 Grey; Privacy Screen: Buzz2 F516 Gray	OB1QT02	EA	13,234.48 USD	3 EA	39,703.44 USD
2 of 4	Furniture Seat Right Hand Application	OB1QTF02	EA	1,912.93 USD	3 EA	5,738.79 USD
3 of 4	Installation as per attached T&C	n/a	EA	1,850.00 USD	1 EA	1,850.00 USD
4 of 4	Steelcase Tarriff Recovery Charge	n/a	EA	1,179.75 USD	1 EA	1,179.75 USD
<b>Total</b>					<b>48,471.98 USD</b>	

Billing Information	Billing Address
<p>To assure timely payment please e-mail invoices to the email provided in the bill to address. If the invoice is sent via email, please do not send a duplicate copy through the mail. Only if email is not an option then submit invoices to the billing address indicated in the "Billing Address" section. To inquire about electronic invoicing via cXML, CSV or PO flip through the supplier portal, e-mail <a href="mailto:vendorhelp@tamu.edu">vendorhelp@tamu.edu</a>.</p> <p>Invoice must include the PO/Reference number shown above.</p>	<p>Texas A&amp;M University-Accounts Payable                      ***Do Not Mail Invoices***                      Email invoices to <a href="mailto:invoices@tamu.edu">invoices@tamu.edu</a>                      750 Agronomy Rd Suite 3101                      6000 TAMU                      College Station, TX 77843-6000                      United States</p>